

# HELMSMAN



UNITED STATES COAST GUARD  
TRAINING CENTER  
CAPE MAY, NEW JERSEY

# CORE VALUES

***W**elcome to the United States Coast Guard. We are an elite military multimission and maritime organization whose service to the public is founded on our Core Values of Honor, Respect, and Devotion to Duty. We embrace and model these Core Values because they give us strength and guide our behavior.*



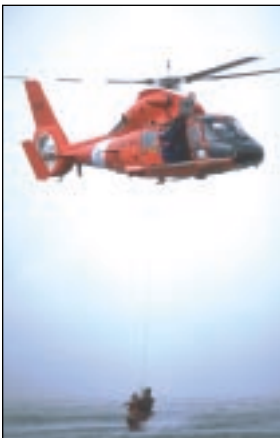
## HONOR

Absolute integrity is our standard. A Coast Guard member demonstrates honor in all things: never lying, cheating, or stealing. We do the right thing because it is the right thing – all the time.



## RESPECT

We value the dignity of people: whether a stranded boater, an immigrant, or a fellow Coast Guard member; we honor, protect, and assist.



## DEVOTION TO DUTY

A Coast Guard member is dedicated to five maritime security roles: Maritime Safety (Search and Rescue), Maritime Law Enforcement, Marine Environmental Protection, Maritime Mobility (Waterways Transportation), and National Defense. We are loyal and accountable to the public trust. We welcome the responsibility.

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# BOOT CAMP OVERVIEW



Two Coast Guard petty officers stand a bridge watch during a law enforcement mission.

# *WELCOME!*

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You are a valued member of the United States Coast Guard. During the next eight weeks, we will assist you in making the transition from civilian to military member and understanding your responsibility to become a committed, productive member of the Coast Guard.

Recruit training is tough! You will be challenged to accomplish more than you ever thought possible. Set your goals now and stick with them. In eight weeks you will understand the importance of teamwork, hard work and positive attitude!

This is your Survival Guide. Know it, and know it well! The required knowledge is mandatory. The physical fitness is essential. Knowing the information provided in this guide will help you prepare for and succeed at recruit training; not knowing it could keep you in training longer.





# MISSION



**Training Center Cape May builds the enlisted corps by preparing America's volunteers for success in the Coast Guard. We provide apprentices who are willing and ready to learn their profession. We enhance the quality of life and readiness of those we serve.**



Statue of Signalman First Class Douglas A. Munro  
Recipient of the Medal of Honor

## RECRUIT TRAINING OBJECTIVES

Our goal at Training Center Cape May is to prepare you for shipboard duty and the stress of daily life associated with emergency response situations. Our expert and professional staff will train you in Physical Fitness, Water Survival & Swim Qualifications, Wellness and Nutrition, Self Discipline, Military Skills and Military Bearing. Your vocational skills and academics will also be tested. We strive to instill a sense of pride and honor in every individual, and to bring you, along with your company, to a new level of excellence.

# CHARTING YOUR COURSE THROUGH TRAINING

## CIVILIAN LIFE

**BUS ARRIVAL**

**COMPANY FORMATION**

**LEARNING THE BASICS**

**PRACTICAL TRAINING**

**PREPARATION FOR  
YOUR FIRST UNIT**

**GRADUATION**

**STRESS  
INDEX**

VERY TOUGH

TOUGH

MODERATE

GOOD

OPTIMAL

## MILITARY LIFE

\* The Stress Index provides you with an idea of how recruits rate the different stages of training. Many recruits in weeks one and two find it tough. It gets better.

# THE STAGES OF TRAINING

You are about to get underway on an eight week journey that will take you to a level where you can serve your country with skill and effectiveness. You will develop confidence and teamwork skills and learn what it means to live in accordance with our Core Values of Honor, Respect, and Devotion to Duty.

The training is tough. What we do is too important and challenging for those who are unprepared. We save lives and enforce laws, and for these tasks you need to be mentally and physically tough.

The training can be broken down into a few identifiable stages:



- Bus Arrival
- Company Formation
- Learning the Basics
- Practical Training
- Preparation for Your First Unit
- Graduation

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## BUS ARRIVAL

When you arrive at Cape May on the bus, the forming process begins. The goal of forming is to get you ready to train. Here you will go through medical screening and administrative processing. You will also receive your uniforms and a haircut. This is your first step towards your transition from civilian to becoming a Coast Guard member. During forming you may not feel like a military member, but you will begin to look and act like one.





## COMPANY FORMATION

About three days after arriving at Cape May, you and the people you arrived with will become a Recruit Training Company. At that time you will be assigned to a company and you will meet your Company Commanders (CCs). If you are like most people, your lead CC and assistant CC will be among the most significant influencers in your life. They will help you grow into a Coast Guard member. You will learn Honor, Respect, and Devotion to Duty. Your CCs will also help you make the transition from civilian to military life. Your CCs will be tough and demanding. You will grow in ways you had never imagined. Your CCs will also help you overcome challenges.



Your first weekend with your company will be a challenging time for you. You will learn how to act as a member of a team, and how to obey orders. Many recruits find this the most difficult period in Boot Camp.

Prepare yourself for this. Remember that the beginning is hard and you will quickly learn how to meet the many requirements and challenges placed upon you. Your objective here is to get “squared away” and your CC will teach you how to do that.

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## LEARNING THE BASICS

Your first order of business is an introduction to physical fitness and required knowledge. You will start learning military drill, military customs and courtesies, and begin basic Coast Guard orientation. The more required knowledge you can memorize before you arrive for training, the better off you will be. Some of your required knowledge is listed in this booklet starting on page 34.

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## STRESS



This will be a stressful time for you, but you will make significant progress towards becoming a productive member of the U.S. Coast Guard. The stress is there on purpose: to ensure you have what it takes to

defend your country, enforce our laws, and save people in difficult circumstances. As you progress in training, you will be expected to perform at higher levels. You must be able to **handle** stress.

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## PRACTICAL TRAINING

At the end of the fourth training week you will take the mid-term exam and when you pass it, your training will take a significant turn. You will complete your Assignment Data Card (ADC), which tells the Coast Guard where you would like to serve. The Coast Guard will assign you to a ship or shore unit depending on the needs of the Service, but we will attempt to match that need with your preferences.

Your training during this period will be much more practical and hands-on. You will learn firefighting and marksmanship. You will learn about line handling and seamanship, and you will also continue with classroom instruction.

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## PREPARATION FOR YOUR FIRST UNIT

At the end of the fifth training week you receive orders to your first assignment and things start happening quickly. By this phase of training you are conducting yourself as a member of the Armed Forces. Your training is progressing through practical areas, like first aid, and watch-standing. Learning about your military entitlements will also prepare you for upcoming travel arrangements and graduation. All of these details will be taken care of prior to your departure from Cape May.

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## GRADUATION

Graduation Day is a proud moment for you and your family. The top three percent of Recruit Training Graduates from each Company receive



Honor Graduate ribbons. A plaque is presented on behalf of the Navy League of the United States to the graduate who has the highest final overall standing. Other awards are also presented for Academics, Seamanship, Leadership, Physical Fitness, Manual of Arms, and Best Shipmate.

Basic Training is eight weeks long. However, if you are held back in training for disciplinary, medical, or academic reasons, it could be longer. We will send a package to your family towards the end of training concerning graduation, hotels in the area, and directions to the Training Center.

# HOW TO PREPARE FOR TRAINING

## HOW SHOULD I PREPARE?

Before you depart for basic training it is strongly recommended that you prepare yourself physically, mentally, financially, and that you arrive with the right clothing and supplies. And most importantly-The Right Attitude!

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## FINANCIAL ARRANGEMENTS

We strongly recommend that you make financial arrangements with your creditors in order to either delay payments for two months or pay in advance to cover the time you will be away at basic training. Additional information on pay and finances can be found on page 32.

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## THE FIRST NIGHT AT CAPE MAY

A bus will take you from the Philadelphia Airport to Training Center Cape May. Start your travel to Cape May well rested. During your first night at Cape May you will sleep in what you wore here.

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**All recruits must report immediately to the USO located in Terminal D at the Philadelphia International Airport. If your flight is late and the USO personnel have departed, follow the directions left for you on the USO door.**

# WHAT TO BRING

## PERSONAL GEAR

There are three categories of personal items:

- ▶ **Permitted:** Items which are allowed into training.
  - ▶ **Contraband:** Items which are strictly forbidden and must be thrown away.
  - ▶ **Issue:** Items issued to you upon arrival at the Training Center.
- 

## PERMITTED ITEMS

You may bring the following items to Cape May:

Note: If you do not bring any of these items, they are available for purchase upon arrival.

White v-neck t-shirts	3 each	Address book
Underpants (white)	6-10 pairs	Stationery, envelopes, stamps
Dark Blue or Black long underwear	(Oct-Apr)	
Watch		Hand/Body lotion
Wallet		Toothbrush
Wedding bands		Talcum powder
Cartridge type razor only		Shaving kit
Bible or 1 religious reference book		Non-pornographic photos
Religious medallion worn on a chain long enough that it cannot be seen under a v-neck t-shirt.		

It is strongly recommended that you have at least \$50.00 available in your ATM account to cover the cost of additional items you may desire.

You are authorized to bring one small suitcase or duffle bag. It will be used to store the one set of civilian clothes, outer garment, and closed-toed, flat (sneaker) shoes you wore to the Training Center. These items will be stored until graduation.



## CONTRABAND

The following items are considered contraband and will be disposed of:

- ▶▶ Alcoholic Beverages
  - ▶▶ All pornographic photos or materials
  - ▶▶ Any glass containers (plastic containers are permitted)
  - ▶▶ Consumables (any food or beverage)
  - ▶▶ Magazines
  - ▶▶ Narcotics and drug paraphernalia
  - ▶▶ Newspapers
  - ▶▶ Tobacco products and associated items
  - ▶▶ Weapons
- 



## ITEMS ISSUED TO YOU

The following items will be issued to you upon arrival at the Training Center. (You pay for these items through allotment from your CG pay).

1 CG Manual	1 Pkg. Band-Aids	1 Highlighter
2 Bar soap/1 soap dish	1 Nail clipper	1 1" stencil
1 Antibacterial soap	1 Pkg. razors	1 1/2" stencil
1 Deodorant	1 Blister kit	1 Black marker
1 Shampoo	1 Pkg. cotton balls	1 White marker
1 Shower kit	1 Pkg. cotton swabs	1 Sewing kit
4 Towels	2 Locks	1 Shoe shine kit
1 Washcloth	3 Laundry pins	2 Ditty bags
1 Pair shower shoes	3 Laundry bags	1 Water bottle
1 Lip balm	10 Plastic hangers	1 Penlight
1 Dental floss	1 Notebook	2 Masking tape
1 Toothpaste	1 Ruler	1 Pair of running shoes
1 Toothbrush/holder	1 Dozen pens	

Male Only Issue:

- 2 Athletic Supporters
- 1 Shaving Cream

Note: Insect repellent and sunscreen are issued May - Sep.



***This is the Coast Guard Seal.  
You will learn about it in your  
Traditions class.***

## ADDITIONAL ITEMS TO BRING

### Permitted Items For Women only:

Birth control pills (if already using-to maintain cycle)

Cloth covered elastic bands that match hair color

Gold/silver barrettes/bobby pins or ones that match hair color

Only one set of ball earrings worn in lowest hole of ear (not larger than a quarter inch in diameter gold, silver, or pearl).

Feminine hygiene items

Hair dryer

Half slip (white/skin tone) 1 each

Makeup (minimal amount)

Pantyhose (skin tone) 1 pair

Sports Bras (white/skin tone) 6 each

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A Coast Guard helicopter conducts a search and rescue mission.

# PHYSICAL FITNESS AND WELLNESS

## THE ELEMENTS OF FITNESS

Since exercise alone does not make you fit, consider these elements together for a lifetime approach to physical fitness:

- ▶ **STOP USING TOBACCO AND DRUGS!!!**
- ▶ Reduce or eliminate use of alcohol.
- ▶ Follow a low-fat nutrition plan.
- ▶ Follow an exercise plan that includes cardiorespiratory endurance, muscular fitness, flexibility and strength.

The first few weeks of Boot Camp are tough. Smokers have the added challenge of not being allowed to smoke. (Smoking or chewing tobacco is prohibited while you are in recruit training). Make every effort to be smoke free before you arrive. It is highly recommended that you participate in a smoking cessation program prior to entering training if you are either a heavy smoker or have been smoking for several years.

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## MEDICAL

The Training Center Dispensary is a limited service medical and dental facility that provides 24-hour care for military personnel. During your first week of training you will undergo a pre-training physical and dental exam including lab tests and immunization shots. If you have any disqualifying medical or dental problems, you will be required to appear before a medical review board to determine if those problems are disqualifying for active military service. Dispensary hours for non-emergency services are:

**Medical Sick Call:** 0700-0800 and 1300-1330 daily.

**Dental Sick Call:** 0700-0730 Monday, Wednesday and Friday.

**Physical Therapy Evaluations:** 0700 and 1300 daily.

**Physical Therapy Treatment:** 0530 daily.

## PHYSICAL FITNESS QUALIFICATIONS

To meet minimum qualifications for graduation you must be able to perform the following:

- ◆ **PUSH-UPS:** male - 29 female - 23 (in 1 minute)
  - ◆ **SIT-UPS:** male - 38 female - 32 (in 1 minute)
  - ◆ **1.5 MILE RUN:** male 12:51 female 15:26 (minutes)
  - ◆ **SIT AND REACH:** male 16.50" female 19.25"
  - ◆ **COMPLETE SWIM CIRCUIT:** Jump off a 5-foot platform into the pool, swim 100 meters, and tread water for 5 minutes.
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## GETTING IN SHAPE

In a short time you will begin Coast Guard Basic Training at Cape May, New Jersey. The recruits who physically have the least problems all have one thing in common: they started preparing for basic training early! Here is how to get started:

**DOCTOR EXAM** – If you have never exercised regularly you should have a physical exam by a doctor to ensure safety.

**CLOTHING** – Dress for the temperature. If it is cold outside, cover your ears and fingers. If it is hot, wear cool cotton clothing.

**FOOTWEAR** – Ensure that you wear a good quality running sneaker.

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## STRETCHING

Stretching for flexibility should be conducted as part of your warm-up before strenuous exercise and as part of your cool-down after strenuous exercise.

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### BENT KNEE SIT UPS

The exercise below strengthens abdominal muscular endurance. Lie on your back, knees bent, feet flat on the deck, hands cupped behind your ears on either side of your head, and if necessary, have someone hold your feet for stability. Keep your lower back on the deck and raise your upper body up approximately 90 degrees touching your elbows to your knees before beginning a controlled descent back to the deck. Once your shoulder blades touch the deck you can raise your upper body again. Do not tuck your chin into your chest as this causes strain on your neck. Your goal is to meet or exceed the physical fitness qualifications for graduation.

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## PUSH-UPS

This exercise measures the muscular endurance of the upper body. Perform by placing hands shoulder-width apart, your feet together or up to 12 inches apart, and your body forming a generally straight line from the shoulders to the ankles. Keep your body straight throughout the exercise, lower your body until the upper arms are at least parallel to the ground, then push up to the initial position by completely straightening the arms. Strive to meet or exceed the qualifications for graduation.

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## RUNNING

Stretch out thoroughly before you begin running. Wear a good pair of running shoes that fit properly. Pick a good running surface. If a running track is not available, choose a level street to run on.



**TO BEGIN:** Relax and breathe properly. Keep your elbows close to your sides to conserve energy, and do not clench your fists. Practice lengthening your stride to reduce stress on your joints. When you tire, slow to a brisk walk and continue pumping your arms to maintain aerobic heart rate. If you have not run for a long time, or have never run, you should start out with a walk/run program. For example: walk 5 minutes, then run 2 minutes, repeating the cycle 3 times, for a total of 21 minutes. Aerobic exercise should be done 3 to 5 times per week.

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## SWIMMING

If a pool is available for your use, get in and swim laps to help condition you for our water circuit. This should be done on days you are not running.

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## AFTER YOU EXERCISE

Stretch out again, this is when your muscles are warm and you receive the most benefit and flexibility from good stretching. **REMEMBER**, do not bounce, but slowly extend and hold your stretch for 10 to 15 seconds each.

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USCGC Gallatin returns to homeport after two-month patrol.

# How To SUCCEED IN TRAINING

## KEYS TO SUCCESS

The following list provides a few examples of things you need to do to be successful in training.

**ACT WITH HONOR.** Lying, cheating, or stealing are the exact opposite of our Core Values. If you do something wrong, or make a mistake, own up to it. Do not hide things and do not lie, as you will be subject to the Uniform Code of Military Justice (UCMJ), and can also get into some pretty serious legal trouble.

**TAKE THINGS SERIOUSLY.** Make no mistake—we are seriously interested in your being an effective member of the Armed Forces. If you make light of what your Company Commander is trying to teach you, you will find yourself on the receiving end of some STERN discipline. This is not the place for jokes.

**BUILD UP YOUR PHYSICAL CONDITION.** Many recruits find our physical fitness program to be less strenuous than their regular one. That is great. Many others, career “couch potatoes,” find it almost impossible. Follow the advice given on pages 18-22: get in shape. But build up slowly, you do not want to hurt yourself.

**FOLLOW ORDERS.** One of the things you will learn in Boot Camp is how to obey an order instantly and willingly. Get used to it. Self-discipline along with obedience is a valuable life trait. It will assist you here and in your Coast Guard career.

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## CHAIN OF COMMAND

A Chain of Command is a structure of authority and responsibility. The order of seniority due to position is called the Chain of Command. The Chain of Command is necessary so that everyone knows their place in the organization, and to whom they have to report.



## CHAIN OF COMMAND (CONT.)

For example, your immediate supervisors are your Company Commander (CC) and Lead Company Commander (LCC). Their immediate supervisor is the Section Commander (SC) who is the next person in your chain of command. This progresses as you can see below, up to our Commander-in-Chief, the President of the United States! You are required to know each person's rank and name in your Chain of Command. Fill in the blanks when instructed to do so by your Company Commander.



Company Commander (CC) \_\_\_\_\_

Lead Company Commander (LCC) \_\_\_\_\_

Section Commander (SC) \_\_\_\_\_

Battalion Commander (BC) \_\_\_\_\_

Battalion Officer (BO) \_\_\_\_\_

Regimental Officer (RO) \_\_\_\_\_

Training Officer (TO) \_\_\_\_\_

Executive Officer (XO) \_\_\_\_\_

Commanding Officer (CO) \_\_\_\_\_

Coast Guard Commandant \_\_\_\_\_

Secretary of Department of Homeland Security \_\_\_\_\_

Commander-in-Chief \_\_\_\_\_

### ***Other helpful persons to know: (not in Chain-of-Command)***

Command Master Chief (CMC) \_\_\_\_\_

Chaplain \_\_\_\_\_

Equal Opportunity Advisor \_\_\_\_\_



## COUNSELING RESOURCES

The training program is very strenuous. This, combined with the challenge of separation from family and friends, sometimes creates a need for recruits to seek counseling. There are several people you can see to discuss your needs.

The first person you should talk to is your Company Commander. Your CC has had a lot of experience dealing with issues and problems just like yours.

If you feel uncomfortable discussing the problem with your CC, you can make an appointment to see a Chaplain or another counseling resource.



These resources include a staff psychiatrist, equal opportunity advisor, social worker, and staff nurse. Appointments to see these people are made through your Company Commander. The important thing to remember is that you are not alone, and someone will always be available to assist you.

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## CHAPEL RESOURCES

Many people find religious services uplifting and a good way to ease the pressures of training. The Training Center Chapel is staffed by both Catholic and Protestant Chaplains, and has services every Sunday morning which you may attend. Arrangements will be made for you to attend other types of religious services if available in the community, and if it does not interfere with your regularly scheduled training. You may also join the recruit choir. Two recruits from each company are assigned as Company Religious Representatives and attend weekly meetings, lead company prayers, and work in the chapel at various times.

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## BILLET SELECTION AND ORDERS

At the end of your fourth week of training, you will fill out an Assignment Data Card (ADC), or a “Dream Sheet.” ADC’s are the process in which military personnel request assignments. You will be requesting your first assignment by geographic location first, then type of unit (i.e. Cutter, Small Boat Station, Patrol Boat, etc.). The Coast Guard has a priority to fill certain billets as follows: Operational Afloat, Operational Ashore, Operations Support, and finally General Support. Therefore, the majority of all recruits find their first duty is Operational Afloat. Your first assignment to a Coast Guard unit will reinforce the training you receive at Cape May and continue preparing you for your career in the Coast Guard. You will be given the opportunity to contact your new unit and speak with a designated sponsor who will give you the information you need to make a successful transition to new duties.



## RELATIONS WITH OTHER PERSONNEL

### **Recruits MAY NOT socialize with:**

- ✦ Permanent Party staff (non-recruit military and civilian personnel).
- ✦ Recruits in other companies not in the same week of training.

### **Inappropriate relationships are defined as follows:**

- ✦ Any non-Coast Guard related association or discussion between recruits and permanent party members. This includes any sexual or amorous associations or discussions between recruits and permanent party members.
- ✦ Nonprofessional association with recruits from other companies not in the same week of training unless specifically directed by the Training Staff.
- ✦ Any sexual or amorous associations or discussions between recruits.
- ✦ Repeated or continued association including discussions of a professional nature between staff members and a recruit. These discussions may be perceived as an inappropriate relationship because of the frequency of the discussions.

**Recruits are required to report any incident involving inappropriate relations. Failure to report an incident is considered a punishable offense.**

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## LIBERTY

Liberty is time off from recruit training. It can be limited to Training Center grounds only, or your company may earn eight hours off-base liberty in week seven of training. Liberty is a privilege that is earned and not automatically given to everyone. While on liberty you represent the United States Coast Guard and should take pride in your Service.

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## WHILE ON LIBERTY

The use of illicit narcotics is absolutely prohibited. The consumption of alcohol by anyone under 21 years of age is not permitted. Excessive consumption of alcohol by any recruit which results in intoxication or the inability to perform duties will be punished according to current policy.

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## UNIFORMS

Uniforms must be worn properly with respect. Your conduct must reflect your pride in the Coast Guard and in your uniform. Horseplay, swearing, spitting, etc., is not permitted.

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# FAMILY INFORMATION

## THE COAST GUARD FAMILY

As a new member of the Coast Guard you become part of our “extended family,” and so do your personal family members. New members of the Coast Guard are often following a family tradition. Some new members are starting a new tradition and are the first Coast Guard members in their family. Whether you are new to the Coast Guard or not, it is vital that you pass along important information to your family. How you support your immediate family, and how you continue to fulfill your responsibilities to them are an important part of your military life.

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## EMERGENCY CONTACT TELEPHONE CALLS

In an emergency your family should contact their local American Red Cross Office. For questions or concerns of an urgent nature they can reach the Public Affairs Officer at (609) 898-6969 or after-hours the Officer of the Day at (609) 898-6915.

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## DEPENDENT ID CARDS

If you have dependents (spouse or children for example), you will fill out a form (Application for Dependent ID Card) after your arrival at Cape May. This will indicate pertinent information about your dependents. The application and letter explaining the procedure will be sent via mail to your spouse/dependent. They will take the application to the nearest ID card issuing military installation and get a dependent ID card. If they are unable to get to a military installation prior to your graduation, your dependent may get a card issued either at Cape May or at your first duty station.

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# PAY AND FINANCES

## DIRECT DEPOSIT/ATM

When you arrive at Cape May, you must have a checking or savings account and an ATM card. Make these arrangements prior to your arrival. The only way you will receive pay is to withdraw it from your personal account with your ATM card.

## PAY GRADE

Recruit trainees are paid in accordance with current pay scales for the pay grade in which they were enlisted. Most recruits are enlisted as E-1. However, there are some enlistment programs which bring people in at pay grades E-2 and E-3.

## BAH

In addition to base pay, recruits receive Basic Allowance for Housing (BAH). The amount is based on unit location and member's dependent status. In order to receive BAH at the with-dependents rate, recruits must complete an application. These forms are normally filled out during week one of training. Company Commanders will ensure that every recruit entitled to BAH at the with-dependents rate completes an application.

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## MAIL

Mail is delivered to the Training Center Monday through Friday. Due to the volume of mail received, it may take longer than normal for mail to reach you. Company mail orderlies pick up mail at a time set by the Company Commander, and return it to the Company Commander for inspection. Any suspicious looking letters or packages are opened in the presence of the Company Commander. Contraband items are seized.

The following items are prohibited:

- Food items of any kind
- Magazines, newspapers or books
- Drugs of any kind
- Tobacco products

Outgoing mail may be sent from the drop box at the Training Center Post Office or dropped in the mailbox located between Munro Hall and the Auditorium. Mail is picked up twice a day.

### **Your Mailing Address**

Your mailing address while at the Training Center is:

SR \_\_\_\_\_  
Recruit Company \_\_\_\_\_  
Healy Hall, or James Hall, or Munro Hall  
USCG Training Center  
1 Munro Avenue  
Cape May, NJ 08204-5083

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# REQUIRED KNOWLEDGE

## ELEVEN GENERAL ORDERS

The Eleven General Orders are common to all branches of the U.S. Armed Forces.

### Memorize these orders!

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, field officer of the day, officer of the day, and officers and petty officers of the watch.
7. To talk to no one except in line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the petty officer of the watch in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.





## NAUTICAL AND MILITARY TERMINOLOGY

Room .....	<b>COMPARTMENT</b>
Bathroom. ....	<b>HEAD</b>
Floor .....	<b>DECK</b>
Upstairs .....	<b>TOPSIDE</b>
Stairs .....	<b>LADDER</b>
Wall .....	<b>BULKHEAD</b>
Mop .....	<b>SWAB</b>
Downstairs .....	<b>BELOW</b>
Bed .....	<b>RACK</b>
Ceiling .....	<b>OVERHEAD</b>
Flag .....	<b>COLORS</b>
Drinking Fountain (or rumor) .....	<b>SCUTTLEBUTT</b>
Stop .....	<b>BELAY or AVAST</b>
I understand your order and will comply ...	<b>(AYE AYE, SIR/MA'AM)</b>
An area designated by the Commanding Officer to serve for official and ceremonial functions .....	<b>(QUARTERDECK)</b>
Recruit progress documentation slip ..	<b>(PERFORMANCE TRACKER)</b>

## PHONETIC ALPHABET

A	ALFA	“AL FA”
B	BRAVO	“BRAH VOH”
C	CHARLIE	“CHAR LEE”
D	DELTA	“DEL TAH”
E	ECHO	“ECK OH”
F	FOXTROT	“FOKS TROT”
G	GOLF	“GOLF”
H	HOTEL	“HOH TEL”
I	INDIA	“IN DEE AH”
J	JULIETT	“JEW LEE ETT”
K	KILO	“KEE LOH”
L	LIMA	“LEE MAH”
M	MIKE	“MIKE”
N	NOVEMBER	“NO VEM BER”
O	OSCAR	“OSS CAH”
P	PAPA	“PAH PAH”
Q	QUEBEC	“KAY BECK”
R	ROMEO	“ROW ME OH”
S	SIERRA	“SEE AIR RAH”
T	TANGO	“TANG GO”
U	UNIFORM	“YOU NEE FORM”
V	VICTOR	“VIK TAH”
W	WHISKEY	“WISS KEY”
X	XRAY	“ECKS RAY”
Y	YANKEE	“YANG KEY”
Z	ZULU	“ZOO LOO”



## THE POSITION OF ATTENTION

The purpose of the position of attention is to instill military bearing and self discipline. You stand in the following manner:

- ◆ Head erect
- ◆ Eyes in the boat (straight ahead)
- ◆ Chin in
- ◆ Shoulders back
- ◆ Chest out
- ◆ Stomach in
- ◆ Weight evenly distributed on both feet
- ◆ Heels together
- ◆ Feet forming a 45 degree angle
- ◆ Arms hanging naturally at sides
- ◆ Palms facing inward
- ◆ Thumbs along trouser seams with fingers joined in a natural curl



## SALUTES

Salutes will always be accompanied by a proper greeting such as “Sir, Good Morning, Sir”, or “Ma’am, Good Afternoon, Ma’am.”



A salute is a polite greeting that recognizes the other person’s seniority.



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## ADDRESSING MILITARY PERSONNEL



Recruits will address all personnel using “Sir”, or “Ma’am” (as appropriate) at the beginning and the end of the sentence or phrase. The position of attention will be assumed when speaking to, or being addressed by, an officer or a Company Commander. “Carry-on” may be granted by the person in authority only if the recruit demonstrates proper military bearing.

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## MILITARY COURTESIES

Coast Guard personnel have a special reason for observing the rules of courtesy. Their uniforms make them representatives of the United States and their Service wherever they are. Therefore, proper courtesies must be rendered at all times, even in the most informal circumstances.





## MILITARY TIME

Time is told on a continuous 24 hour clock. Rather than distinguishing between morning (AM) and afternoon (PM), the time is read sequentially from 0001 to 2400. For example, fifteen minutes past midnight is written as 0015 and spoken as “zero, zero, fifteen.” One thirty in the morning is written as 0130 and spoken as “zero, one-thirty.” Two o’clock in the afternoon is two hours after twelve and therefore is written as 1400 and spoken as “fourteen hundred.” Quarter to ten in the evening is written as 2145 and spoken as “two-one, four-five.”



After midnight,  
this time is spoken as  
“zero one hundred.”  
Afternoon is spoken as  
“thirteen hundred.”



In the morning,  
this time is spoken as  
“zero five hundred.”  
In the afternoon, it is  
“seventeen hundred.”



Before noon, this is “ten hundred.”  
At night, this is referred to as  
“twenty-two hundred.”

## THE FIRE BILL

All recruits must follow these procedures when responding to fire alarms, drills or actual fires. Evacuation plans are posted in each squadbay and classroom.

### **TAKE TIME TO BECOME FAMILIAR WITH THE FIRE BILL/EVACUATION PLAN FOR YOUR SQUADBAY.**

- ▶ Evacuate a building immediately when its fire alarm sounds.
- ▶ If not fully clothed, take a blanket for cover, and wear some type of footwear.
- ▶ Close all windows and doors if it will not unduly delay the evacuation.
- ▶ Proceed quickly to the muster area assigned by the fire bill, via the prescribed exit.
- ▶ If a barracks exit is blocked, exit via the squadbay directly across from yours. If that exit is also blocked, exit via the main ladder..
- ▶ Go to the muster area by staying on the grass as much as possible.
- ▶ Be alert for emergency vehicles and keep out of the way.
- ▶ Maintain silence while vacating the building and while in formation.
- ▶ Fall in by company, with the guidon when practical. A company petty officer will take a muster and send a runner to report to the Training Duty Officer (TDO) or Duty Petty Officer (DPO).
- ▶ When the evolution is secured, the runner will return to the company.
- ▶ When directed, the company will return to the barracks quietly.

## TELEPHONE CALLS



Upon arrival at Cape May, a letter will be sent to your family to let them know you arrived safely. During recruit training, you may NOT receive personal phone calls. You may want to call your family when you arrive at the Philadelphia USO. In later weeks of training, you will be allowed to make pay telephone calls at the discretion of your Company Commander. Office phones are for conducting official business only. Phone use is granted by your Company Commander and only in the later weeks of training.

## GLOSSARY OF NAUTICAL TERMS

ABREAST - Lying or moving side by side.

ADrift - An object not in its proper place.

AFT - Towards the stern (back end of ship).

AHEAD - In the direction of the ship's path of travel.

ALLOTMENT - Money deducted from take home pay and sent to a specified address.

ALOFT - Area above superstructure - mast or rigging.

ALONGSIDE - By the side of the pier or ship.

AMIDSHIPS - (1) In the line of the keel (middle or center line) of a ship.  
(2) Half way between the bow and the stern.

ASTERN - Behind the ship.

ATHWARTSHIPS - The direction at right angles to the line of the keel.  
(From one side of the ship to the other)

BAH - Basic Allowance for Housing. A housing allowance to live off base or off ship.

BARRACKS - A building where military personnel live.

BATTLE LANTERN - A battery powered lantern for emergency use.

BAS - Basic Allowance for Subsistence. Meal allowance given when there is no galley available at the unit.

BEAM - The greatest width of a ship.

BELAY - (1) To make fast or secure a line. (2) To cancel an order.  
(3) To cease.

BELOW - Beneath the deck (downstairs).

BERTHING - Living quarters where people sleep.

BIGHT - A loop of line or chain.

BILGE - The lower part of a vessel where waste and seepage collect.

BITTER END - The free end of a line, wire or chain.

BOW - The front end of a ship.

BREAK OUT - Take out of stowage and prepare for use.

BRIDGE - Elevated platform from which a vessel is navigated.

BRIGHT WORK - Bare metal kept polished.

BROW - A portable device that serves as a bridge between a ship and pier.

BULKHEAD - A partition or "wall" on a vessel.

CABIN - The Commanding Officer's living quarters.

CHIT - A small piece of paper used for authorization.

CLEAR - To straighten out a tangled line or chain, make ready for running.

## GLOSSARY OF NAUTICAL TERMS (CONT.)

CO - Commanding Officer of a unit.

COMPARTMENT - Enclosed spaces or “rooms” on a vessel.

COXSWAIN - Enlisted person in charge of a small boat.

DECK - The “floor” of a vessel.

DRAFT - The depth a ship floats in the water.

DUTY SECTION - Personnel having duty at the same time.

EO - Engineer Officer responsible for machinery, fuel and water.

EOW - Engineer Of the Watch. Person in charge of the ship’s operating machinery for a watch.

EYES IN THE BOAT - Look straight ahead at position of attention.

FANTAIL - After part of the upper weatherdeck of a ship.

FENDER - Device used to take shock of contact between a ship and pier or ship and another vessel.

FLAGSTAFF - Flagpole on stern of a ship from which the National Ensign is flown when a vessel is in port.

FORECASTLE (FO’C’SLE) - Forward part of the upper weatherdeck of a ship.

FOUL - A line or chain which is tangled or jammed.

FORE & AFT - Lengthwise of a ship, from stem to stern.

FORWARD - Towards the bow (pronounced “forrard”).

GALLEY - The cooking compartment or “kitchen” on a vessel.

HATCH - A square or rectangular opening in a deck.

HEAD - The compartment with toilet facilities; bathroom.

HEADING - The direction a ship points at any given moment.

INBOARD - Toward the ship’s center line.

JACKSTAFF - Flagpole on the bow of a ship from which the Union Jack is flown when the vessel is in port.

KNOT - (1) A unit of speed equal to 1 nautical mile (6080 feet) per hour.  
(2) A collective term for hitches and bends.

LADDER - Steps from one deck to another.

LAY - (1) “To move oneself, go to” (2) Direction of the twist in a line (rope).

LEE - (1) The opposite direction of the wind. (2) Sheltered area leeward (away from the wind) of a ship.

LES - Leave and Earnings Statement. A monthly report showing your earnings and leave to date.

## GLOSSARY OF NAUTICAL TERMS (CONT.)

LINE - A piece of rope in use.

LUCKY BAG - A locker into which goes stray personal articles which are later sold at auction.

MESSDECK - The compartment where enlisted personnel eat.

MUSTER - Assembly of the crew for accountability.

OINC - Officer IN Charge. An enlisted person in charge of a unit where there are no officers assigned.

OOD - Officer Of the Day/Deck. An officer who is in charge of a vessel or station for the day or watch.

OUTBOARD - Out, away from the ship's center line.

OVERHEAD - The ceiling on a vessel/compartment.

PASSAGEWAY - Compartment designed for traffic, a "hallway."

PORT - The left side of a vessel when looking forward.

PCS - Permanent Change of Station. A transfer.

QUARTERS - A formal assembly of all crew members held daily.

RACK - A sailor's bed.

SCUTTLE - A round/circular opening in a deck used for quick access.

SCUTTLE BUTT - (1) A drinking fountain. (2) A rumor.

SECURE - Lock up, finish up.

STARBOARD - The right side of a vessel when looking forward.

SUPERSTRUCTURE - The part of the ship above the main deck.

SWAB - To mop. The mop itself.

TAD - Temporary Additional Duty.

TURN TO - To get to work and do a job.

TWO BLOCKED - To hoist up as far as possible.

TOP SIDE - Up above.

UNDERWAY - When a vessel is not tied to a pier or at anchor.

WATCH - A period of duty, usually four hours.

WARDROOM - Compartment where officers eat.

WEATHERDECK - A deck without overhead protection.

WINDWARD - The direction you're facing when the wind hits your face; towards the wind.

XO - Executive Officer. An officer directly subordinate to the Commanding Officer.

XPO - Executive Petty Officer. An enlisted person directly subordinate to the Officer In Charge at a unit.

## FREQUENTLY ASKED QUESTIONS

### **Question:**

*Is there time off during training?*

### **Answer:**

Yes. Time off includes divine hours on Sunday where you will have time to attend worship services of your choice. In later weeks of training you may be able to earn liberty for a few hours during the weekend.

### **Question:**

*What if I didn't get a chance to get a bank account and ATM card?*

### **Answer:**

Your pay will be seriously disrupted. You need to take care of this before arriving at Cape May so you do not have to spend time during training dealing with this.

### **Question:**

*How long is recruit training?*

### **Answer:**

Eight weeks, unless you are held back for disciplinary, medical, or academic reasons.

### **Question:**

*What can I receive in the mail?*

### **Answer:**

Letters, cards, and photos that are of a non-obscene nature.

### **Question:**

*Can I get married while I'm in the Coast Guard?*

### **Answer:**

Yes.



**Question:**

*How does my family notify me in the case of an emergency?*

**Answer:**

They should contact their local Red Cross office.

**Question:**

*Can my family pick me up at the end of recruit training?*

**Answer:**

Yes. Your family is always invited and encouraged to attend graduation.

**Question:**

*Can I apply to become an officer later, if I choose to do so?*

**Answer:**

Yes, ask your unit Educational Services Officer for details.

**Question:**

*How much leave do I get a year?*

**Answer:**

You earn 30 days paid leave each year.

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# NOTES



# SEMPER PARATUS

*by Francis S. Van Boskerck, Capt., USCG*

From Aztec shore to Arctic Zone  
To Europe and Far East,  
The flag is carried by our ships  
In times of war and peace;  
And never have we struck it yet  
In spite of foeman's might  
Who cheered our crews, and cheered again  
For showing how to fight

*CHORUS:* We're always ready for the call,  
We place our trust in Thee.  
Through surf and storm and howling gale  
High shall our purpose be,  
"Semper Paratus" is our guide,  
Our fame our glory, too,  
To fight, to save, or fight and die!  
Aye! Coast Guard, we are for you.

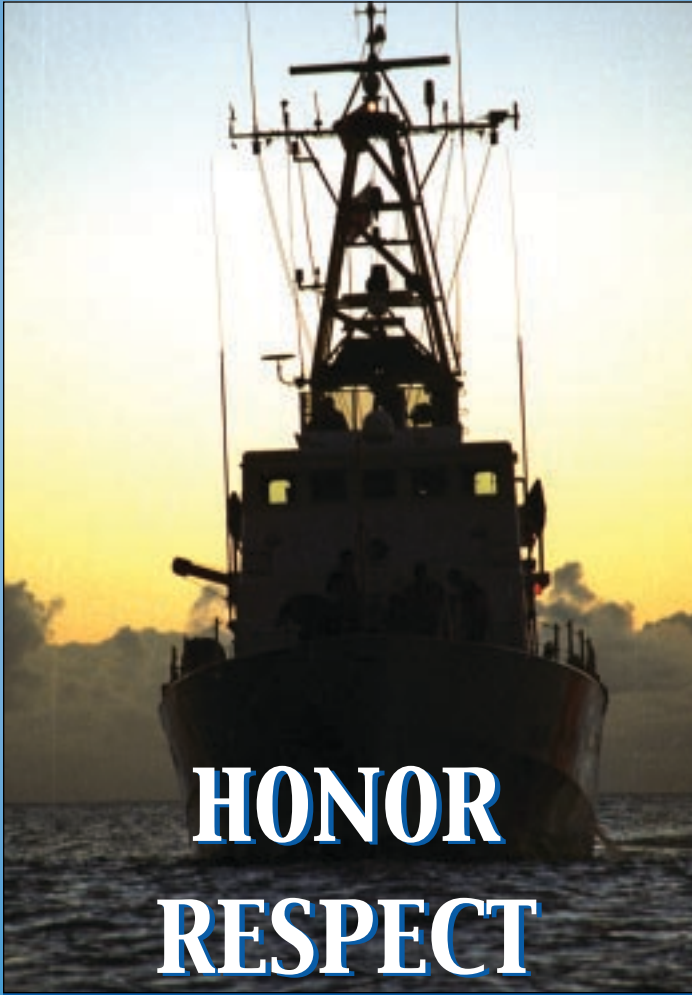
SURVEYOR and NARCISSUS,  
The EAGLE and DISPATCH,  
The HUDSON and the TAMPA,  
The names are hard to match;  
From Barrow's shore to Paraguay,  
Great Lakes or ocean's wave,  
The Coast Guard fought through storms and winds,  
To punish or to save.

## *CHORUS*

Aye, we've been "Always Ready"  
To do, to fight, or die  
Write glory to the shield we wear  
In letters in the sky.  
To sink the foe or save the maimed  
Our mission and our pride,  
We'll carry on 'till kingdom come  
Ideals for which we've died.

## *CHORUS*

UNITED STATES COAST GUARD  
**THE SHIELD OF  
FREEDOM™**



USCG 04-105

**DEVOTION TO DUTY**